



# *Health Choice*

## **Steps to Enroll**

**For Online Enrollment in WSRC's  
2003 Health Choice Benefits**

If you want to change your benefit elections for 2003, you must enroll in benefits during annual enrollment from October 15 – October 31 using the new PeopleSoft eBenefits™ Web site available on ShRINE.

We recognize this is a major change, but the process just requires four easy steps.

**Step 1: Prepare for Enrollment**

**Step 2: Enroll Online Using PeopleSoft eBenefits™**

**Step 3: Submit Your Choices**

**Step 4: Confirmation of Your Choices**

## Step 1

# Prepare for Enrollment

**Y**ou'll have a lot of tools available to use as sources of information as you prepare to make your benefit elections. Here are some simple suggestions to help you prepare for the eBenefits™ enrollment process.

## Begin by asking yourself...

### *What benefits do I currently have?*

First learn all you can about your options and choices by reviewing the materials in your Enrollment Packet, specifically your *2003 Enrollment Decision Guide*. Make sure you read the information about the change in the Dental *Lock-In* year and the new Health Care FSA *automatic roll-over/filing* features noted in the Decision Guide. If you want to view your current benefit elections, visit the 2003 Benefits Enrollment site on the HR Home Page in ShRINE.

### *Do I need to change my current elections?*

**If you want to keep all your benefits and dependents the same, do nothing...**

You will receive a *Personalized Confirmation Statement* verifying your 2003 benefits in mid-December. This statement will show the same benefit levels and dependents for 2003 as 2002, along with any changes in your premiums at the 2003 rate levels.

**If you want to change your benefit elections or dependents, here's what you do...**

- Determine what you want to change and then mark your changes on the worksheet included in this *Steps to Enroll* booklet; use the worksheet as a reference tool when you go through the online enrollment process.
- Become familiar with the instructions in this *Steps to Enroll* booklet for accessing and using the eBenefits™ enrollment Web site.
- Make sure your dependent information is correct. If necessary, you'll be able to remove ineligible dependents and/or add eligible dependents using Form OSR 5-200, *Health Care Programs Enrollment/Change Form*, which is available from FORMS on ShRINE. You'll need to mail this form to the WSRC Team People Support Service Center at 703-47A.
- Review your Flexible Spending Account elections. If you do nothing, your 2002 coverage will remain in effect for 2003.

*If you've reviewed your benefit options and want to keep your benefits and dependents the same — do nothing! You will receive a new confirmation with 2003 rates in mid-December.*

*If you do want to change your benefits, use this booklet and the included worksheet to assist in making your selections.*

## Step 2

## Enroll Online

*Be sure to use this Steps to Enroll booklet as a reference when you go through the eBenefits™ online enrollment process.*



**Before accessing ShRINE to make changes, make sure you have the following...**

- ✓ This Steps to Enroll Booklet with your completed worksheet.
- ✓ Your User ID and your PeopleSoft™ Password, which you recently received either by e-mail or at your home address. If you forgot or lost your password, please note the following:
  - If you set up the *Password Hint* in PeopleSoft™ when you first received your password you can easily retrieve it. Just go to the PeopleSoft™ sign-on page in ShRINE. Enter your computer User ID and click on the **Forgot Your Password?** button. Follow the instructions to have your password e-mailed to you.
- ✓ If you are enrolling in the HMO as a new member, you should know the HMO's Primary Care Physician (PCP) and PCP ID number that you will designate for yourself and for each member of your family that you will enroll in the HMO.
- ✓ All of your dependent information on hand for reference.

**You are now ready to enroll.**

You can access the 2003 Benefits Enrollment site on the HR home page in ShRINE while at work. If you do not have direct access to a computer, check with your manager or HR Representative for alternative arrangements.

When the enrollment site appears, you will need to enter your User ID and PeopleSoft™ Password. If you lose your PeopleSoft™ Password, you may request a new one online by clicking on the **Forgot Your Password?** button. A new PeopleSoft™ Password will then be e-mailed to you. If you do not have access to e-mail, your new PeopleSoft™ Password will be mailed to your home address.

**Getting Started...**

- Once you enter your User ID and PeopleSoft™ Password, click on the **Sign-In** button which will take you to the primary Open Enrollment screen.
- This page will show your name and job title. If you click on the **Info** button, you will go to a screen with additional information on the Open Enrollment Event. If you click on the **Select** button, you will go to the Open Enrollment screen, which lists a summary of your benefit options for 2003.

## Step 2 — Enroll Online (continued)

### Making Your Selections...

- On the Open Enrollment screen you will see your current benefits, which will remain in effect if you decide not to make any changes for 2003. Also, the new per-pay-period costs will be shown. If you decide to continue with your current benefits, click on the ***I Have No Changes*** button at the bottom of the screen and your enrollment process is complete.
- If you need to make changes, click on the ***Edit*** button for each of the benefit plans listed and your other choices will appear along with your per-pay-period costs.  
**NOTE: Once you make changes to these benefits, you must click on the *Store* button.** This will save your selections. You will then be shown a confirmation of your selections. If you wish to make a change, click on the ***Edit*** button to go back and change your choices. If you agree with your selection click on the ***OK*** button at the bottom of the page and you will return to the Enrollment Summary where you may either click on the ***Submit*** button or continue to edit your selections.
- When you are finished making all of your selections on the Enrollment Summary screen and are certain they are correct, click on the ***Submit*** button. You will be taken to the Submit Your Benefit Choices screen, where you will authorize your elections by clicking on the ***Submit*** button. Your choices will be submitted to the WSRC Team People Support Service Center. If you made a mistake or wish to change your mind, click on the ***Cancel*** button and repeat the selection process.

### Medical coverage...



### *If you need to make changes to your Medical coverage...*

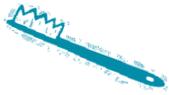
1. From your Open Enrollment screen, click on the ***Edit*** button for Medical. This will take you to a screen with all of your available Medical options for 2003 and the per-pay-period costs.
2. Select a new plan by clicking on the button next to the plan of your choice.
3. Click on the ***Waive*** button if you are not interested in participating in this benefit or you are going to be covered as a dependent by a WSRC Team Spouse. Check with your spouse to ensure that he or she makes an election to cover you as a dependent.
4. Once you've reviewed all of your choices and pay-per-period costs, and verified your dependents, click on the ***Store*** button at the bottom of the page and continue to review your Open Enrollment screen.

Remember, if you are enrolling in the HMO as a new member, you will need to specify the HMO's Primary Care Physician's ID number for yourself and for each member of your family that you are enrolling in the HMO. There will be a link at the bottom of this page that will take you to the PCP ID's, if you do not have it on hand. ***When entering the PCP number, DO NOT use dashes or spaces.*** You cannot use eBenefits™ to change your PCPs for anyone currently enrolled in the HMO. You must contact Blue Cross/Blue Shield of Georgia to make such changes.

## Step 2 — Enroll Online (continued)

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### Dental coverage...



#### *If you need to make changes to your Dental coverage...*

1. From your Open Enrollment screen, click on the **Edit** button for Dental. This will take you to a screen with all of your available Dental options for 2003 and the per-pay-period costs.
  2. Select a new plan by clicking on the button next to the plan of your choice.
  3. Click on the **Waive** button if you are not interested in participating in this benefit or you are going to be covered as a dependent by a WSRC Team Spouse. Check with your spouse to ensure that he or she makes an election to cover you as a dependent.
  4. Once you've reviewed all your choices, per-pay-period costs, and verified your dependents, click on the **Store** button and continue to review your Open Enrollment screen.
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### Vision coverage...



#### *If you need to change your Vision coverage...*

1. From your Open Enrollment screen, click on the **Edit** button for Vision. This will take you to a screen with your Vision coverage option for 2003 and the per-pay-period costs.
  2. Select the plan by clicking on the button next to the plan or simply click on the **Waive** button if you are not interested in participating in this coverage. If you are going to be covered as a dependent by a WSRC Team Spouse, make sure you check with your spouse to ensure that he or she makes an election to cover you as a dependent.
  3. Once you've reviewed all of your choices and per-pay-period costs, and you have verified your dependents, click on the **Store** button and continue to review your Open Enrollment screen.
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### Health Care FSA...



#### *If you need to make changes to your Health Care FSA...*

1. From your Open Enrollment screen, click on the **Flex Spending Health — U.S.** button for your Flex health care account.
2. If your current elections will not suffice for 2003, click on the **Edit** button and use the worksheet calculator to figure your 2003 annual contributions.
3. Once you've reviewed all of your choices and pay-per-period costs, click on the **Store** button and continue to review your Open Enrollment screen.

## Step 2 — Enroll Online (continued)

### Dependent Care FSA...



#### *If you need to make changes to your Dependent Care FSA...*

1. From your Open Enrollment screen, click on the *Flex Spending Dependent Care* button to elect or waive dependent care coverage.
2. If your current elections will not suffice for 2003, click on the *Edit* button and use the worksheet calculator to figure your 2003 annual contributions.
3. Once you've made your selection, click on the *Store* button and review your Open Enrollment screen one last time before submitting.

## Step 3

## Submit Your Choices

**W**hen you are finished making all of your selections on the Enrollment Summary screen and are certain they are correct, click on the *Submit* button. You will be taken to the Submit Your Benefit Choices screen, where you will authorize your elections by clicking on the *Submit* button. Your choices will then be submitted to the WSRC Team People Support Service Center. If you make a mistake or wish to change your mind, click on the *Cancel* button and repeat the selection process.

To exit the system click the *Sign Out* button at the top of the screen.

## Step 4

## Confirmation of Your Choices

**A**fter the enrollment period is completed, you'll receive a *Personalized Confirmation Statement* in mid-December showing your benefit elections for 2003.

When you receive this *Personalized Confirmation Statement*, review it carefully. Save this statement for your personal records and compare it to your first paycheck in 2003, to ensure that your changes have been made correctly.

### **A Final Word...**

- Decide which plans make the most sense for you before you begin the enrollment process.
- Complete the worksheet at the end of this *Steps to Enroll* booklet and use it for reference when you complete the online enrollment process.
- Remember, using the PeopleSoft eBenefits™ Web site in ShRINE, you must enter your changes to your 2003 benefits coverage by midnight on October 31, 2002.

# 2003 Enrollment Worksheet

**C**ircle the number next to the benefit option you've selected for benefits in 2003. Be sure to choose a coverage level and plan option under each of the major benefit headings. Use this completed worksheet as a handy reference to help quickly guide you through the online enrollment process.

MEDICAL OPTION	COVERAGE LEVEL	OPTION CODE	YOUR MONTHLY PAYROLL COST	YOUR WEEKLY PAYROLL COST
1.) Medical Prime Plan	a.) Employee only	PR1	\$102.00	\$25.50
	b.) Employee + 1	PRA	\$221.00	\$55.25
	c.) Employee + 2 or more	PRB	\$328.00	\$82.00
2.) Medical Standard Plan	a.) Employee only	ST1	\$27.00	\$6.75
	b.) Employee + 1	STA	\$67.00	\$16.75
	c.) Employee + 2 or more	STB	\$126.00	\$31.50
3.) Medical Basic Plan	a.) Employee only	BA1	No Cost	No Cost
	b.) Employee + 1	BAA	\$11.00	\$2.75
	c.) Employee + 2 or more	BAB	\$22.00	\$5.50
4.) Medical HMO Plan	a.) Employee only	HM1	\$51.00	\$12.75
	b.) Employee + 1	HMA	\$121.00	\$30.25
	c.) Employee + 2 or more	HMB	\$227.00	\$56.75
5.) Waive		W	No Cost	No Cost
DENTAL OPTION	COVERAGE LEVEL	OPTION CODE	YOUR MONTHLY PAYROLL COST	YOUR WEEKLY PAYROLL COST
1.) Dental Prime Plan	a.) Employee only	PR1	\$14.00	\$3.50
	b.) Employee + 1	PRA	\$29.00	\$7.25
	c.) Employee + 2 or more	PRB	\$50.00	\$12.50
2.) Dental Standard Plan	a.) Employee only	ST1	\$3.00	\$0.75
	b.) Employee + 1	STA	\$7.00	\$1.75
	c.) Employee + 2 or more	STB	\$11.00	\$2.75
3.) Waive		W	No Cost	No Cost
VISION OPTION	COVERAGE LEVEL	OPTION CODE	YOUR MONTHLY PAYROLL COST	YOUR WEEKLY PAYROLL COST
1.) Vision Plan	a.) Employee only	VN1	\$4.96	\$1.24
	b.) Employee + 1	VNA	\$9.44	\$2.36
	c.) Employee + 2 or more	VNB	\$13.88	\$3.47
2.) Waive		W	No Cost	No Cost
FLEX SPENDING HEALTH — U.S.		ANNUAL PLEDGE (\$4,000 MAXIMUM)		
1.) I wish to participate		\$ _____		
2.) I do not wish to participate		Not Applicable		
FLEX SPENDING DEPENDENT CARE		ANNUAL PLEDGE (\$5,000 MAXIMUM)		
1.) I wish to participate		\$ _____		
2.) I do not wish to participate		Not Applicable		

